



Paycheck Protection Program - REQUIRED DOCUMENTATION CHECKLIST:

In order to complete your application you will need to provide Friendly Hills Bank with the following documentation. **Only complete applications will be accepted for processing.** Please note guidance from the SBA is subject to change. This information can be used as a checklist to ensure that you have the required documents. Understand that Friendly Hills Bank reserves the right to determine if submitted documents are sufficient to qualify and to request additional information as necessary to ensure compliance before and after the funding of the loan.

Note: Some of the documentation needed may have been previously provided to Friendly Hills Bank through application during Round One. You do not have to re-submit the same documentation.

- _____ (A) Fully completed and executed loan application SBA Form 2438 for First Draw Loans or SBA Form 2483-SD for Second Draw Loans. **PLEASE DON'T FORGET TO INITIAL WHERE INDICATED ON QUESTIONS #4, #5 and #6** (depending on which form you are filling out). Also, if you are a Franchise you must include the SBA Franchise Identifier on line #8 or #9.
- _____ (B) Fully completed and executed Certification Regarding Beneficial Owners of Legal Entity Customers (available on our website, if not provided to FHB previously during Round One or if there are any changes).
- _____ (C) A detailed calculation (***executed*** by the Borrower) showing justification for the loan amount requested, intended use of proceeds and projected level of forgiveness (see the FHB PPP Calculator on our website)
- _____ (D) A clear detailed report from your payroll provider showing employee wages, paid time off, vacation pay, sick pay, family medical pay and withholding for state and local taxes on employee compensation in 2019 or the twelve months preceding the Application
– OR – if applying as self-employed or independent contractor copies of Schedule C from your 2019 or 2020 Federal Tax Return (whichever was used in the Item C calculation)
- _____ (E) Copy of most recent Federal Tax Return (if it wasn't already provided with a First Round Application). If Applicant is a partnership, include Form 1065 Partnership Tax Return including all K-1 schedules.
- _____ (F) Form 941 and state quarterly wage unemployment insurance tax reporting forms for each quarter in 2019 and/or 2020 (whichever is used to calculate payroll in Item C above), if applicable,
- _____ (G) A report from your payroll provider showing that you were in operation as of February 15, 2020, and at that time had employees for whom you paid salaries

and payroll taxes or paid independent contractors as reported on a Form 1099-MISC

– OR – if applying as self-employed or independent contractor copies of 1099-MISC, bank statements or other documentation that shows you were in operation as of February 15, 2020.

_____ (H) Documentation from your health insurance provider showing how much you, the employer, paid in employee group health insurance premiums for the last twelve months consistent with the time period of your payroll data (self-employed Schedule C borrowers with no employees are not eligible to claim these expenses for themselves).

_____ (I) Documentation from your plan administrator showing the amount of retirement plan funding that you, the employer, paid for employees under profit sharing 401k plans, cash balance plans, SIMPLE and SEP IRA's for the last twelve months consistent with the time period of your payroll data (self-employed Schedule C borrowers with no employees are not eligible to claim these expenses for themselves).

_____ (J) For Second Draw Loans: documentation sufficient to establish that the applicant experienced a reduction in revenue of at least 25% in a chosen quarter in 2020 as compared to the same quarter in 2019 (or any 12 week period in 2019 versus 2020 for seasonal employers). Tax forms and internal statements are sufficient.

Applicant Name: _____

Date Submitted

Signed